

JOB DESCRIPTION

TITLE: PROJECT MANAGER

DEPARTMENT: PROJECT MANAGEMENT

REPORTS TO: CONTROLS ENGINEERING MANAGER

LOCATION: DUNDAS-ONTARIO-CANADA

DIRECT REPORTS Yes No

SUMMARY

As Project Manager, you will apply proven project management principles and methodologies to ensure project success by driving day-to-day project activities as well as monitoring and managing project baselines to ensure activities are occurring as planned, according to scope, budget, quality, and schedule.

Your passion for automation and controls systems combined with your drive for excellence and innovation make you the ideal person to join our growing team in Dundas Ontario!

DUTIES & RESPONSIBILITIES

- Oversee the successful completion of projects, managing all elements of a project including scope, schedule, finance, risk, quality, and resources.
- Prepare and coordinate appropriate documentation to support the project including but not limited to scope clarification, schedules (long and short term), project charter, functional specification, acceptance check sheets, and safety documentation.
- Conduct risk assessments and prepare risk management plans keeping stakeholders informed.
- Establish communication channels and distribute key project information to provide a clear communication path between the project team and the customer.
- Collect project requirements, develop scope definition, and establish high-level project goals and objectives for the project team in alignment with project contract and the customer.
- Develop project scheduling and deployment plan ensuring commitments from project team.
- Track and manage project critical path activities and deliverables.
- Provide project leadership, guidance and manage project execution.
- Ensure project quality objectives are met by developing a quality plan and performing quality checks (i.e., specification approvals, FAT and SAT)
- Report project progress to senior management
- Ensure appropriate supervision of all installation and retrofit work and personnel on assigned jobs.
- Analyze and estimate impact of changes to projects. Prepare change notices accordingly.
- Estimate and negotiate changes in scope, requirements, timing, and budget with customer.
- Monitor project cash flow and spending.
- Initiate, manage, delegate management of subcontracts and subcontracted deliverables.
- Collaborate with division manager to meet project resource requirements while ensuring optimum resource allocation across multiple projects.
- Perform project close out according to the contractual acceptance criteria.
- Maintain and develop strong relationships with customers and sales representatives.
- Provide technical and operational support for the sales team including proper pricing and scope of work definition for project opportunities.
- Recognize areas of improvement and work with the management team on new developments and innovative ideas to improve profit, schedule, costs, customer relations, and/or inter-departmental relations.

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- Adequately document processes, procedures and testing using structured formats. Where format do not currently exist, provide a recommended format for review.
- Adhere to applicable laws and regulations.
- *Available for other duties as assigned.*

EDUCATION REQUIREMENTS

- Post-secondary college diploma, engineering degree or equivalent, specializing in electrical, mechanical or controls engineering.
- PMP designation would be considered an asset.
- Professional designation with Professional Engineers Ontario (PEO) would be considered an asset.

EXPERIENCE NEEDED

- 5+ years of relevant experience in project management, leading process automation and/or engineering process solutions projects.
- Practical working knowledge of robots, PLC's, and instrumentation preferred.

CRITICAL SKILLS & ABILITIES

- Industry knowledge with experience in controls and mechanical/electrical systems
- Proficiency with Project Management Software
- Demonstrated track record of technical problem solving and quality decision making.
- Ability to plan, organize and multi-task.
- Excellent communication and presentation skills and ability to communicate with all stakeholders.
- Ability to work effectively with customers under pressure-filled conditions.

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APPROVED BY:

DATE:

